

REPORT 457

CHILD SUPPORT ENFORCEMENT PROGRAM BIWEEKLY NEW HIRE REPORT

PAYROLL

PURPOSE: To provide a report of new hires and a dataset of new hires to be transmitted to the Child Support Enforcement Program.

CONTENT: All employees hired during the selected pay period.

SEQUENCE: Employee SSN within center.

REPORT NO: 457		SUBJECT TO PRIVACY ACT OF 1974		PAGE:
SEQUENCED BY: SSN,		NASA PERSONNEL AND PAYROLL SYSTEM		DATE:
		HYPERSTATION CENTER		TIME:
CHILD SUPPORT ENFORCEMENT PROGRAM BIWEEKLY NEW HIRE REPORT				
FOR YYYY/MM/DD THRU YYYY/MM/DD				
SSN	EMPLOYEE NAME	EMPLOYEE HOME ADDRESS	ENTER ON DUTY DATE	
AAAAAAAA	BBBBBBBBBBBBBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCC	DDDDDDDD	

- A. Employee SSN

B. Employee Name

C. Employee Address

Address Line 1 - NPS2.ADDRESS-FILE.ADDR-HOME-1

Address Line 2 - NPS2.ADDRESS-FILE.ADDR-HOME-2

CITY, STATE, ZIP

D. Enter on Duty Date YYYYMMDD
- SELECTION CRITERIA:
- Installation equals user designated center code

- Enter on Duty Date between user designated beginning date and user designated end date. (Default is current pay period beginning and ending dates.)

REPORT 458

CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY
WAGE REPORT

PAYROLL

PURPOSE:

To provide a report of quarterly wages and employee count per center. A dataset containing all employees with QTD wages greater than zero is also created for transmission to the Child Support Enforcement Agency.

CONTENT:

All employees with QTD wages > 0 for the selected quarter.

SEQUENCE:

By employee SSN within selected Quarter Ending Date by Center.

REPORT NO: 458	SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM JOHNSON SPACE CENTER/ARXB	PAGE: DATE: TIME:
CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY WAGE REPORT FOR QUARTER ENDING YYYY/MM/DD		
EMPLOYEE COUNT = 115	AAA	QUARTERLY WAGES FOR CENTER = 243669.80
BBBBBB		

- A. Count of employees in selected center with HIT EARN QTD > 0 for selected quarter
- B. Total of employees' QTD wages in selected center for selected quarter

SELECTION CRITERIA:

- Installation equals user designated center code
- Pay period ending date equal to quarter ending date selected on parameter screen.

EXTERNAL INTERFACE TAPE SPECIFICATIONS

SOURCE DATA SPECIFICATIONS FOR U.S. TREASURY

DEPARTMENT INTERFACE TAPESN - TD - 1

BOND TAPE N - BOND - 1

EFT TAPEN - EFT - 1

NON EFT TAPEN - NONEFT- 1

SOURCE DATA SPECIFICATIONS FOR SOCIAL SECURITY

ADMINISTRATION INTERFACE TAPESN - SSA - 1

SOURCE DATA SPECIFICATIONS FOR USDA NATIONAL

FINANCE CENTER INTERFACE TAPES N - USDA - 1

SOURCE DATA SPECIFICATIONS FOR SOCIAL SECURITY

ADMINISTRATION INTERFACE TAPES N - NEBA - 1

SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY

OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS

BIWEEKLY NEW HIRES FILE N - NEWHIRE -1

SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY

OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS

QUARTERLY WAGES FILEN - QWAGE -1

CALIFORNIA STATE TAX COMPUTATION (PAGE 1 OF 2)

The capability shall be provided for NPPS to compute the biweekly California state tax withholding deduction as follows.

$$(A - B) * C + D - E + F$$

Where,

A = Taxable Gross (refer to the following computation)

B = Tax Table Earnings Floor

C = Tax Table Rate

D = Tax Table Floor Withholding

E = Tax Credit (refer to the following computation)

F = State Tax: Additional W/H

No State Tax: B/W shall be computed if the employee meets any of the following low income criteria.

State Tax: Marital Code	State Tax: Exemptions	Gross Earnings
S	-	< 308.00
M	< 2	< 308.00
M	> 1	< 618.00
H	-	< 618.00

The Taxable Gross shall be computed as follows.

$$A + B + C - D - E - F$$

Where,

A = Gross Earnings

B = Adjustments to Gross Earnings

C = Foreign Differential

D = Biweekly TSP Total Deduction

E = Additional Exemption Amount (refer to the following computation)

F = Standard Deduction (refer to the following computation)

CALIFORNIA STATE TAX COMPUTATION (PAGE 2 OF 2)

The Additional Exemption Amount shall be computed as follows.

<u>Additional Exemptions</u>	<u>Exemption Amount</u>
1	38.00
2	77.00
3	115.00
4	154.00
5	192.00
6	231.00
7	269.00
8	308.00
9	346.00
10	385.00
>10	38.00 * State Tax: Additional Exempts

The Standard Deduction shall be computed as follows.

<u>State Tax: Marital Code</u>	<u>State Tax: Exemptions</u>	<u>Standard Deduction</u>
S	-	99.00
M	< 2	99.00
M	> 1	199.00
H	-	199.00

The Tax Credit shall be computed as follows.

<u>State Tax: Exemptions</u>	<u>Tax Credit</u>
1	2.62
2	5.23
3	7.85
4	10.46
5	13.08
6	15.69
7	18.31
8	20.92
9	23.54
10	26.15
>10	2.62 * State Tax: Exemptions

**SOURCE DATA SPECIFICATIONS FOR
NATIONAL DIRECTORY OF NEW HIRES/
CHILD SUPPORT ENFORCEMENT/HEALTH
AND HUMAN SERVICES
INTERFACE FILE
(BIWEEKLY NEW HIRE)**

W4 NEW HIRE DATASET
W4 Transmitter Record (H4 Header Record)

Field				
Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'H4'	Identifies header record
2	2	3-4	Blank	State FIPS code (for states only)
3	9	5-13	INSTALL-FED-ID-W2 from NPS2-INSTALL-TBL for Marshall 630422638. Will be Marshall number for all centers because Marshall is the transmitter	Federal Agency Code (for federal agencies only)
4	2	14-15	'W4'	'W4' for W4 data
5	1	16	Blank	'A' for active duty 'C' for civilian 'R' for reserves States may leave this field blank
6	2	17-18	'01'	Must be '01', controlled by OCSE
7	8	19-26	YYYYMMDD system date	Format = YYYYMMDD Must be current system date of file generation
8	6	27-32	Always 000001 for each transmission. 000002 for re-transmit	Sequential number to identify a submission as unique
9	769	33-801	Blank	Spaces To be used for future versions

W4 Total Record

Field				
Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'T4'	Identifies total record
2	11	3-13		Total record count for transmission, including header and trailer records
3	788	14-801	Blank	Spaces To be used for future versions

W4 Data Record

Field				
Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'W4'	Identifies data record
2	9	3-11	NPS2-PAY-MASTER PAY-SSN	As reported by employee
3	16	12-27	NPS2-PAY-MASTER PAY-NAME-FIRST	At least one character No special characters
4	16	28-43	NPS2-PAY-MASTER PAY-NAME-MI	If non-blank, must be at least one character. No special characters
5	30	44-73	NPS2-PAY-MASTER PAY-NAME-LAST	At least one character No special characters, except for hyphen
6	40	74-113	NPS2-ADDRESS-FILE ADDR-HOME-1	Non-blank
7	40	114-153	NPS2-ADDRESS-FILE ADDR-HOME-2	If address line is less than 40 characters, do not concatenate into one line
8	40	154-193	Blank	
9	25	194-218	NPS2-ADDRESS-FILE ADDR-HOME-CITY	At least two characters No special characters, except for hyphen
10	2	219-220	NPS2-ADDRESS-FILE ADDR-HOME-STATE	Valid state or territory abbreviation
11	5	221-225	NPS2-ADDRESS-FILE Leftmost 5 positions of NPS2-HOME-ZIP	Must be numeric

Field				
Number	Length	Column	Source Data Field	Remarks
12	4	226-229	NPS2-ADDRESS-FILE Rightmost 4 positions of NPS2-HOME-ZIP	If present, must be numeric
13	2	230-231	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)
14	25	232-256	Blank	If present, at least two characters
15	15	257-271	Blank	
16	8	272-279	NPS2-PAY-MASTER PAY-BIRTH-DATE - YYYYMMDD	If present, numeric Format - YYYYMMDD
17	8	280-287	NPS2-PAY-MASTER PAY-EOD-DATE - YYYYMMDD	If present, numeric Format - YYYYMMDD
18	2	288-289	NPS2-PAY-MASTER PAY-STATE-CODE	Alphabetic state or territory abbreviation
19	9	290-298	NPS2-INSTALL-TBL INSTALL-FED-ID-W2 (unique for each center)	Federal Employer Identification Number
20	12	299-310	Blank	If no FEIN is available, send the State EIN. If present and less than 12 characters, left justify
21	45	311-355	NPS2-INSTALL-TBL INSTALL-NAME	At least two characters FEIN address from W4
22	40	356-395	NPS2-INSTALL-TBL INSTALL-ADDR-FOR-SSA-TAPE-A	At least two characters
23	40	396-435	NPS2-INSTALL-TBL INSTALL-ADDR-FOR-SSA-TAPE-B	If address line is less than 40 characters, do not concatenate into one line

Field Number	Length	Column	Source Data Field	Remarks
24	40	436-475	Blank	
25	25	476-500	NPS2-INSTALL-TBL NPS2-ADDR-CITY	At least two characters
26	2	501-502	NPS2-INSTALL-TBL INSTALL-ADDR-ST	Valid state or territory abbreviation
27	5	503-507	NPS2-INSTALL-TBL Leftmost 5 positions of INSTALL-ADDR-ZIP	Must be numeric
28	4	508-511	NPS2-INSTALL-TBL Rightmost 4 positions of INSTALL-ADDR-ZIP	If present, must be numeric
29	2	512-513	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)
30	25	514-538	Blank	If present, at least two characters
31	15	539-553	Blank	This address will be blank if only collecting one address. If there is a second address, it should be the address where child support orders should be sent
32	40	554-593	Blank	If address line is less than 40 characters, do not concatenate into one line
33	40	594-633	Blank	
34	40	634-673	Blank	
35	25	674-698	Blank	If present, at least two characters

Field				
Number	Length	Column	Source Data Field	Remarks
36	2	699-700	Blank	If present, valid state or territory abbreviation
37	5	701-705	Blank	If present, must be numeric
38	4	706-709	Blank	If present, must be numeric
39	2	710-711	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)
40	25	712-736	Blank	If present, at least two characters
41	15	737-751	Blank	
42	50	752-801	Blank	Spaces To be used for future versions

**SOURCE DATA SPECIFICATIONS FOR
NATIONAL DIRECTORY OF NEW HIRES/CHILD
SUPPORT ENFORCEMENT/HEALTH AND HUMAN
SERVICES INTERFACE FILE
(QUARTERLY WAGES)**

Quarterly Wage Transmitter Record

Field				
Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'HQ'	Identifies header record
2	2	3-4	Blank	State FIPS code (for states only)
3	9	5-13	INSTALL-FED-ID-W2 from NPS2-INSTALL-TBL for Marshall 630422638. Will be Marshall number for all centers because Marshall is the transmitter.	Federal Agency Code (for federal agencies only)
4	2	14-15	'QW'	'QW' for quarterly wage data
5	1	16	Blank	'A' for active duty 'C' for civilian 'R' for reserves States may leave this field blank
6	2	17-18	'01'	Must be '01', controlled by OCSE
7	8	19-26	YYYYMMDD system date	Format = YYYYMMDD Must be current system date of file generation
8	6	27-32	Always 000001 for first transmission. 000002 for re-transmit	Sequential number to identify a submission as unique
9	569	33-601	Blanks	Spaces To be used for future versions

Quarterly Wage Total Record

Field				
Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'TQ'	Identifies total record
2	11	3-13	Total record count for transmission including header and trailer record	Total record count for transmission, including headers and trailer record
3	588	14-601	Blank	Spaces To be used for future versions

Quarterly Wage Data Record

Field				
Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'WQ'	Identifies data record
2	9	3-11	NPS2-PAY-MASTER PAY-SSN	As reported by employee
3	16	12-27	NPS2-PAY-MASTER PAY-NAME-FIRST	At least one character No special characters
4	16	28-43	NPS2-PAY-MASTER PAY-NAME-MI	If non-blank, must be at least one character. No special characters
5	30	44-73	NPS2-PAY-MASTER PAY-NAME-LAST	At least one character. No special characters, except for hyphen
6	11	74-84	NPS2-PAY-MASTER PAY-QTD-HIT-EARN	Last two positions are decimal places. No negative values, zeroes are allowed. Gross amount paid within the quarter
7	5	85-89	Format = QYYYY	Format = QYYYY for calendar year. User input parameter Q = 1 for Jan - Mar Q = 2 for Apr - Jun Q = 3 for Jul - Sep Q = 4 for Oct - Dec
8	9	90-98	NPS2-INSTALL-TBL INSTALL-FED-ID-W2	Federal Employer Identification Number. Each center has a unique EIN
9	12	99-110	Blank	If present and less than 12 characters, left justify

Field Number	Length	Column	Source Data Field	Remarks
10	45	111-155	NPS2-INSTALL-TBL INSTALL-NAME	At least two characters FEIN address
11	40	156-195	NPS2-INSTALL-TBL NPS2-ADDR-FOR-SSA-TAPE-A	At least two characters
12	40	196-235	NPS2-INSTALL-TBL INSTALL-ADDR-FOR-SSA-TAPE-B	If address line is less than 40 characters, do not concatenate into one line
13	40	236-275	Blank	
14	25	276-300	NPS2-INSTALL-TBL NPS2-ADDR-CITY	At least two characters
15	2	301-302	NPS2-INSTALL-TBL NPS2-INSTALL-ST	Valid state or territory abbreviation
16	5	303-307	NPS2-INSTALL-TBL Leftmost 5 position of INSTALL-ADDR-ZIP	
17	4	308-311	NPS2-INSTALL-TBL Rightmost 4 positions of INSTALL-ADDR-ZIP	If present, must be numeric
18	2	312-313	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)
19	25	314-338	Blank	If present, at least two characters
20	15	339-353	Blank	This address will be blank if only collecting one address. If there is a second address, it should be the address where child support orders should be sent

Field				
Number	Length	Column	Source Data Field	Remarks
21	40	354-393	Blank	At least two characters
22	40	394-433	Blank	If your address is less than 40 characters, do not concatenate into one line
23	40	434-473	Blank	
24	25	474-498	Blank	If present, at least two characters
25	2	499-500	Blank	If present, valid state or territory abbreviation
26	5	501-505	Blank	If present, must be numeric
27	4	506-509	Blank	If present, must be numeric
28	2	510-511	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)
29	25	512-536	Blank	If present, at least two characters
30	15	537-551	Blank	
31	50	552-601	Blank	Spaces To be used for future versions